



SVRS Election Checklist III 2012 Presidential and General Election

Detailed instructions for each step can be found in the section of the updated training materials noted in parenthesis below.
Please refer to the updated materials found on the Government Accountability Board - Elections Division website: <http://gab.wi.gov>

SVRS Election Checklist I & II were completed prior to the election

Steps 1-4 are performed after the polls close.

- ☐ Step 1: As soon as possible after the closing hour for all polling places in a municipality, the municipal clerk must post at his or her office and on the Internet the number of outstanding absentee ballots and the number of provisional ballots cast on Election Day.
- ☐ Step 2: As soon as possible on Election Night, November 6, 2012: Report each Provisional Ballot issued using the Provisional Ballot Tracking system. (Provisional Tracking System 2012 Instructions are posted at - http://gab.wi.gov/sites/default/files/publication/69/020_provisional_tracking_system_2012_pdf_11867.pdf)
- ☐ Step 3: Count ballots, tabulate votes and record on the appropriate Tally Sheets, and complete forms. (See *Post-Election Checklist on page 104 in the "Election Day Manual" October 2012*)
- ☐ Step 4: Municipalities send one original copy of each poll list to the County Clerk by 4:00 p.m. the day after the election. (See *Post-Election Checklist, Page 104 in the "Election Day Manual" October 2012*)

Steps 5-11, 14-15 must be completed by December 21, 2012. Steps 12-13 must be completed by December 6, 2012.

IMPORTANT NOTE: The GAB-190 still has a 30 day deadline to be submitted to the GAB for the 2012 Presidential and General Election. For General Elections, clerks have 45 days to enter in GAB-131s, and can request an extension to 60 days from GAB Counsel.

- ☐ Step 5: Reliers promptly send copies of any GAB-131s not already entered in to SVRS (including late registrations and Election Day registrations) and Poll Lists to Providers (if not already provided to the county clerk)
- ☐ Step 6: Self Providers or Providers for their Relier(s) check Election Milestone 5, if not already checked, for the 2012 Presidential and General Election. (*Set up & Print Poll Book: Page 17*)
- ☐ Step 7: Self Providers or Providers for their Relier(s) enter and process late registrations in SVRS that were not entered prior to printing your poll book. Choose the App Source of "Late Registration." (*Voter Application: Pages 3-18*)
- ☐ Step 8: Self Providers or Providers for their Relier(s) record voter participation in SVRS. For Late Registrants processed in Step 7, the Voter ID number will have to be entered manually to record voter participation. (*Post-Election Activities: Pages 8-11*)

SVRS has three reports that will be useful for reconciliation: Vote Count by Voting Method, Voter Participation Report and the new, Voter Participation Report-All Voters. (*Post-Election: Pages 12-22*) If you do not come up with matching results, please follow the directions in the SVRS Manual Post Election chapter to double check for errors and omissions.

- ☐ Step 9: Self Providers who use SVRS to track their absentee ballots are to record late-arriving Absentee ballots as returned, and perform other post-election absentee tasks in SVRS. (*Absentee Ballots: Page 39 – Please note that since all absentee ballots may now be counted if postmarked by election day and returned by Friday, November 9 at 4:00pm, outstanding ballots in SVRS should not be cancelled until after that deadline*)
- ☐ Step 10: Self Providers or Providers for their Relier(s) process Election Day Registrations in SVRS with the App Source of "Election Day Registration." This will automatically record voting history. If no ballot was issued, choose the App Source of "Election Day Registration – No Ballot Issued." (*Voter Application: Pages 17-18*)



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- ☐ If any Election Day registrations are incomplete applications, see the SVRS Manual for instructions on processing the applications. (*Post-Election: Pages 5-7*)
- ☐ ***NEW*** If Election Day registrations were received from Click and Mail through our MyVote system, the voter application will already be in SVRS in "pending" status. If you select "Online Election Day Registration" or "Election Day Registration", a vote will be recorded. (Click and Mail Training Guide: Page 3)

Directions for Click and Mail Voter Registrations from MyVote can be found here:

http://gab.wi.gov/sites/default/files/publication/69/022_click_and_mail_training_guide_2012_pdf_65401.pdf

- ☐ Step 11: Self Providers or Providers for their Relier(s) review Poll Books and Absentee Ballot Logs.
 - ☐ Update voter records for Proof of Residence (POR Required) provided by voter. (*Voter: Page 16*)
 - ☐ Update any typographical corrections noted on the poll books. (*Voter: Page 9*)
- ☐ Step 12: Municipal Clerks complete Election Voting and Registration Statistics Report, which now includes costs of the election (GAB-190). All GAB-190s must be entered into an online program, the Wisconsin Election Data Collection (WEDCS) within the 30 days following the election.

NEW A new report in SVRS called "Election Voting and Registration Statistics (GAB-190)" can help to fill out the GAB-190. It provides information, such as how many EDRs were received on Election Day and how many registered voters were in your municipality. The report can be found under the Category: Elections. No sort is needed, and the filter will be "And-Election Date-Equals-11/06/2012".

The election voting and registration statistics section of the GAB-190 report must be completed for each reporting unit. The election cost section of the GAB-190 report only has to be entered once by each municipality and once by each county for every statewide election. The cost section of the report will now show up in WEDCS after your last reporting unit (note that if your municipality is in multiple counties, the cost report will be listed after the last reporting unit in your "MAIN" jurisdiction). For counties, their cost report will be at the top of the list.

Directions for entering the GAB-190 in WEDCS under our GAB SVRS Application Training Manual Page:

http://gab.wi.gov/sites/default/files/publication/69/021_wedcs_2012_pdf_40425.pdf

All municipalities that use the SVRS should have access to the WEDCS and will enter their GAB-190(s) into the program. Reliers who do not have access to the WEDCS should send a copy of their GAB-190 to their Provider for entry. The GAB-190 should be updated as absentee ballots are returned late to your office. (*WEDCS Chapter: Pages 3-8*)

- ☐ Step 13: Compare the responses on the new "Election Voting and Registration Statistics (GAB-190)" to the GAB-190 questions. The GAB-190 will ask for the number of Permanent Overseas voters that participated in the election since the 2012 Presidential and General Election is a federal election.
- ☐ Step 14: Self Providers or Providers for their Relier(s) check Milestones 6-9 for the 2012 Presidential and General Election. (*Post Election: Page 26*)
- ☐ Step 15: County checks Milestones 4-9 for the 2012 Partisan Primary- (after all municipalities have checked theirs). (*Post-Election Activities: Page 26*)